
REVISED RULES

FOR THE GOVERNMENT OF

The Common Council

OF THE

CITY OF LANSING.

ADOPTED MARCH 2, 1864.

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REVISED RULES

FOR THE

GOVERNMENT OF THE COMMON COUNCIL.

RULE 1. The Council shall hold regular meetings upon Monday evening of each week. From the 1st day of April to the last day of September, inclusive, the hour of meeting shall be 8 o'clock; from the 1st day of October to the last day of March, inclusive, the hour shall be 7 o'clock.

Regular meetings; when.
Hour of meeting.

RULE 2. At the hour of meeting the Mayor shall take the chair, call the Council to order, and cause the roll of the members to be called.

Mayor to take chair and call to order.

RULE 3. A majority of the Common Council shall be a quorum for the transaction of business, but any three members may compel the attendance of absent members.

Quorum; of what.
Three members may compel attendance.

RULE 4. Upon the appearance of a quorum, the minutes of the preceding meeting shall be read, to the end that any mistakes therein may be then corrected.

Minutes to be read.

Order of
business.

RULE 5. On the meeting of the Council, after reading the minutes of the preceding meeting, the order of business shall be as follows:

1st. Presentation of petitions and claims;

2d. Reports of Committees;

3d. Communications from City Officers;

4th. Motions, resolutions and notices;

5th. Third Reading of Ordinances;

6th. Unfinished business of preceding meeting;

7th. Special Orders of the day;

8th. General Orders of the day.

Mayor to be
President.

RULE 6. The Mayor shall be President of the Council. He shall preserve order and decorum, and shall decide questions of order, subject to an appeal to the Council. He shall appoint all committees, and shall give a casting vote when the votes of the other members are equally divided.

His business.

Members
shall vote.

RULE 7. When a question is put by the chair, every member shall vote, unless the Council for special reasons, shall excuse him. If one member requires it,

the yeas and nays shall be entered on the minutes. Yeas and nays; entered when.

RULE 8. When a member is about to speak, he shall rise in his place and address the chair; nor shall he speak more than twice on any one question, without leave of the Council. Members shall rise. Shall speak but twice on same question.

RULE 9. No motion shall be entertained unless the same shall be seconded. It shall be stated by the President before debate; and any such motion shall be reduced to writing, if the President or any member requires it. Motion to be seconded. Reduced to writing; when.

RULE 10. After a motion has been stated by the President, it shall be deemed to be in possession of the Council, but may be withdrawn at any time before amendment or decision; but all motions, resolutions or amendments shall be entered at large upon the minutes, whether they are withdrawn, rejected or adopted. Motion in possession of Council. Mot'ns, &c., entered on minutes.

RULE 11. When a question is under debate, no motion shall be received but to adjourn, for the previous question, to lay on the table, to postpone indefinitely, to postpone to a day certain, to commit or amend, which several motions Question being under debate, what mot'n receivable.

shall have precedence in the order in which they stand arranged.

Motion to
adjourn al-
ways in
order.

RULE 12. A motion to adjourn shall always be in order, except when the last preceding business was a motion to adjourn. That and the motion to lay on the table shall be decided without debate.

Petitions,
&c.; how
presented.

RULE 13. Petitions and other papers, addressed to the Council, shall be presented by the President, or by a member in his place; but no such paper shall be received unless a brief statement of the contents be endorsed thereon, and subscribed by the member introducing it.

Member
shall sit
down;
when.

RULE 14. A member called to order, shall immediately sit down, unless permitted to explain; and if the question of order be sustained, he shall not be permitted to proceed without the consent of the Council.

Motion to
reconsider;
when in
order.

RULE 15. No motion for reconsideration shall be in order, unless at the same or the next succeeding regular meeting following that on which the decision proposed to be considered, took place; nor unless one of the majority moves such reconsideration; nor shall any sub-

ject be a second time reconsidered at the same meeting, without unanimous consent.

RULE 16. Every Ordinance shall be introduced on the report of a committee, or by motion for leave, of which notice shall have been given in writing, at a previous regular meeting.

Ordinance; how introduced.
Notice to be given; when.

RULE 17. Every Ordinance and Resolution shall have endorsed thereon, the name of the member or committee introducing it.

Ordinance, &c., shall have name of introducer endorsed.

RULE 18. Every Ordinance and Resolution, with the amendments thereto, reported by a committee, shall, unless the Council otherwise direct, be referred to the committee of the whole Council, and placed on the general order.

Ordinance's and resolutions referred to committee of whole; when.

RULE 19. Every Ordinance shall receive three several readings previous to passage, the second and third of which shall be on different days, and the third reading shall be on a day subsequent to that on which said Ordinance passed the committee of the whole Council, unless the Council, by a vote of two-thirds of the members present, shall direct otherwise.

Ordinances to be read 3 times.
Second and third readings.
Provisions respecting.

Ordinances
amended;
when.

Vote on fi-
nal pas-
sage.

RULE 20. No Ordinance shall be committed or amended, unless it has been twice read. On the final passage of all Ordinances, the vote shall be by yeas and nays, and entered upon the minutes; and no Ordinance shall be declared passed, unless on a vote of a majority of all the members elected to the Council.

Clerk to
make list of
certain or-
dinances,
&c., to be
considered
in com. of
whole.

RULE 21. The President shall cause the Clerk of the Council to make a list of all ordinances, resolutions, reports of committees, and other proceedings of the Council, which are committed to a committee of the whole Council, and which are not made the order of the day for any particular day, and to number the same; which list shall be called the "general orders of the day;" and they shall be taken up in the order in which they are numbered, unless otherwise ordered by a two-thirds vote of the Council.

General
orders of
the day.

Council to
go into com.
of whole;
when.

RULE 22. When the Council has arrived at the general orders of the day, it shall go into committee of the whole upon such orders, or a particular order, designated by a two-thirds vote of the

Council; and no other business shall be in order until the whole are considered or passed, or the committee rise; and unless a particular ordinance is ordered up, the committee shall consider, act upon or pass the general orders, according to the order of their reference.

General orders disposed of; how.

RULE 23. In forming a committee of the whole Council, the President shall appoint a chairman to preside.

Pres't to appoint ch'n of com. of whole.

RULE 24. Ordinances or resolutions committed to the whole Council shall first be read through by the Clerk, and then read and debated by clauses, leaving the preamble to be last considered. All amendments shall be entered on a separate piece of paper, and reported to the Council by the chairman, standing in his place.

Ordinanc's, &c., in com. of whole; how disposed of.

RULE 25. The rules of the Council shall be observed in committee of the whole Council, so far as they may be applicable, except that the yeas and nays shall not be called, the previous question enforced, nor the time of speaking limited.

Rules of Council to be observ'd in com. of whole; how far.

RULE 26. A motion that the committee rise shall always be in order, and shall be decided without debate.

Motion that com. rise, always in order.

Ordinances
to be re-
corded.

RULE 27. After an Ordinance shall have been passed, it shall be filed and recorded in the book of ordinances; and after having been compared by the Mayor, it shall be signed by him and the Clerk.

Duty of Cl'k
to notify
members of
certain du-
ties.

RULE 28. It shall be the duty of the Clerk to notify, in writing, committees, members of the Council and City officers, of such duties as they may be charged with by the Council, from time to time.

Shall not
suffer pa-
pers to be
tak'n away.

He shall suffer no journal, accounts or papers to be taken from his table, or out of his custody, other than by the regular mode of business of the Council.

Standing
commit'ts;
when ap-
pointed, &c.

RULE 29. The following Standing Committees, to consist of four members, one from each ward, shall be appointed at the commencement of each year:

A Committee of Ways and Means;

"	"	on Streets;
"	"	Bridges;
"	"	Fire Department;
"	"	Health;
"	"	Cemetery;
"	"	Poor;
"	"	Police.

RULE 30. The Marshal shall attend all meetings of the Council, and under the direction of the Mayor, shall assist in keeping order. He shall be entitled to a fee of 25 cents for every arrest made under a call of the Council, to be paid by the member arrested, unless the Council shall accept the member's excuse, and order it paid from the contingent fund.

Duty of the
Marshal.

Fee for ar-
rest.

RULE 31. Upon a call of the Council the names of the members shall be called by the Clerk, and the absentees noted; then the absentees shall be called over the second time, and if still absent, excuses are to be heard; and if no excuse, or insufficient excuse be made, the absentees may, by order of those present, if there are three members present, be taken into custody, wherever found by the Marshal.

Call of
Council;
provisions
respecting.

RULE 32. No rule of the Council shall be altered or amended, without the concurrence of two-thirds of the members elect, previous notice having been given; nor shall any rule be suspended, without the concurrence of two-thirds of the members present.

Rules
amended or
suspended;
when.

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